

5 August 1954

PRELIMINARY ACTION and ARRANGEMENTS to be MADE

1. Complete information listed on attached Questionnaire must be in this office prior to any action by us. This will be in lieu of the Standard Form W-4.
2. Determination whether we can withhold tax when contract states, "No taxes will be withheld".
3. Authority to deduct at "O" if Questionnaire is not received by a certain date.
4. Authority to adjust Field Allotments to cover tax requirements.

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6. Secure tax tables and reference material.
7. Individual determination of tax to be withheld. This is a manual process as tax tables will not apply (documentation of computation of withholding to be posted to pay card).